FACULTY DEVELOPMENT
AND MASTER INSTRUCTOR PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AETCI 36-2202, 7 August 1998, is supplemented as follows: (**Note:** At Geographically Separated Units (GSUs) the flight commander equivalent or the squadron commander's designated representative may fulfill all requirements of flight commander/chief.) The term "School Commander" as used in the basic instruction is further identified as the "Group Commander." The Technical Training Administrator (TTA), or designated representative, for each training Group will serve as OPR for this supplement for their respective Group. **NOTE**: **This supplement does not apply to the 982 TRG**.

SUMMARY OF REVISIONS

This supplement supersedes previous separate group supplements and must be reviewed completely. This revision further clarifies PPLAN 97-04, Achieving and Maintaining a Degreed Faculty for the Community College of the Air Force (CCAF); clarifies GSU commander's responsibilities; changes in instructions for preparation of AETC Forms 10 **Intructor Training/Proficiency Record**, and 470, **Technical Training Teaching Practium Tracking Log**; clarifies process for requesting transcripts and disposition of instructor records; outlines changes to the Faculty Folder Template; and deletes Back-to-the-Field Training.

4.2.8. (Added) Work with Group policy personnel in assisting technical training faculty with implementation of AETCI 36-2202 and this supplement.

6.1. The Education Services Office (ESO) will determine the applicable college-level exam.

6.2. The squadron commander's signature block will be added to the sample completion contract in Attachment 2 of the AETC instruction.

6.3. (Added) Each squadron commander will designate a point of contact for the squadron to serve as a focal point for data collection of CCAF information.

7. See Attachment 1 of this supplement for instructions on filling out AETC Form 10.

7.3. See Attachment 2 of this supplement for instructions on filling out AETC Form 470.

8.2.1. Forward a copy of the Degree Completion Contract to the Group CCAF Manager immediately upon completion. Squadron commanders will sign and submit a PPlan 97-04 Quarterly Worksheet for each nondegreed instructor in a T-prefix position teaching in a "D" course to the respective Group CCAF Manager quarterly as indicated in Attachment 5 of this supplement.

8.2.2.1. (Added) Supervisors address and document progress toward a degree for all non-degreed personnel in T-prefix instructor positions during these sessions.

8.3.1. Supervisors will document all planned training IAW para 38.2.2. of this supplement. The term supervisor as used in this supplement refers to the instructor supervisor, intermediate supervisor, superintendent, or flight chief/commander, as appropriate.

8.3.2. Maintain the degree completion contract as a living document; update all results/changes as they occur.

8.3.3. The ESO initiates Sheppard AFB Form 204, **Record of CCAF Progress**, and the instructor hand carries the original copy to his/her supervisor for filing and tracking in Section 4 of the instructor's faculty folder. The ESO also forwards a copy of the form to the Group CCAF Manager. The Group CCAF Manager sends an information copy to the CCAF point of contact in the training squadron. For those personnel located at GSUs where there is no access to an ESO, the supervisor will create and maintain the degree-planning schedule using local forms. See Attachment 3 for sample of SAFB Form 204.

8.3.5. Supervisors will maintain faculty folders on all personnel in T-prefix instructor positions who teach CCAF and non-CCAF courses.

14.2. The 82 TRSS, Faculty Development Flight, is responsible for development of the Continuation Training (CT) Catalog (or database). This catalog will contain procedures for scheduling of personnel into CT courses and will be updated and distributed annually. Provide a copy to the Training Evaluation Chiefs.

17. A PPlan 97-04 Quarterly Worksheet will be accomplished for each individual and will be signed by the instructor and squadron commander, as outlined in para 8.2.1. and Attachment 5 of this supplement. Route these letters through the Group TTA to HQ 2 AF/DO. File a copy in Section 4 of the faculty folder.

19.7.1. (Added) With the exception of flight chiefs/commanders, individuals must have a "T" prefix prior to assignment to a position supervising T-prefix instructor personnel. To maintain teaching proficiency, these supervisors must teach at least 24 hours per fiscal quarter in technical subject areas from one or more formal courses to which they are assigned and are subject-matter qualified. Document all proficiency teaching in Section VI, AETC Form 10.

19.8. All supervisors in T-prefix instructor positions require the same training as the IS.

20. The Instructional Systems Designers Course will satisfy requirements for the Principles of ISD Course.

21.5.2. AETC Form 106, **Outstanding Instructor Certificate**, will be signed by the supervisor and flight commander/chief.

21.5.3. (Added). File a copy of a duty history RIP (may be obtained from PC III) for every CCAF (degreed and nondegreed) instructor in Section 1 of the faculty folder. This includes active duty, ANG, AFRC, and civilians (or a comparable document for civilians).

26.3. (Added). For initial SMQ purposes, measurement instruments include all instruments, i.e., all versions of written tests, progress checks (meet the checklist requirements for progress checks that do not have percentage scores), for each block in which the individual is being qualified.

28.2. Only supervisors will review and approve lesson plans and audiovisual proficiency, and ensure completion of practicum. Note: Supervisors are authorized to use master lesson plans in the classroom.

28.3.3. Follow the procedures in para 28.3.4. of this supplement for awarding the "T" prefix to the primary Air Force specialty (AFS).

28.3.4. Squadron commanders will designate a point of contact within their squadron for monitoring the teaching practicum. Squadron POCs will serve as coordinators of practicum documentation with the faculty development POC. After all teaching practicum requirements have been completed, the AETC Form 470 is forwarded to the TTF POC. TTF will routinely process AETC Forms 470 within 5 working days. Once the AETC Form 470 has been approved by TTF, the designated squadron personnel will complete PC-III action to award the "T" prefix.

29.2. AF Form 797 listing instructor/supervisory duties is required on all instructor personnel, military and civilian. See paragraph 43. of this supplement for procedures.

29.2.1. (Added) Subject-matter testing as part of Subject Matter Qualification Training (SMQT) includes successful completion of progress checks and a minimum of 95 percent on each version of the written/performance tests. If possible, new instructors will go through the course, but as a minimum, new instructors will teach the areas in which they are being qualified under the observation of a qualified instructor as part of SMQT. The SMQT process is followed for each

additional course, block, unit, or subject assigned. Supervisors ensure appropriate SMQT is completed by the instructor before approving lesson plans for any course, block, unit or subject.

30.2.5.1. (Added) The subject-matter testing program will be designed to ensure all instructors are tested annually. A minimum of 95 percent is required on one version of the written test for each block in which the instructor is qualified to teach. For subject matter verification in those blocks that do not have written tests, squadrons will specify in a verification plan, evaluation standards to be used to verify instructor competency. The verification plan will be approved by the Group TTA and a copy filed in Section 1 of each applicable instructor's faculty folder. The instructor supervisor will establish annual testing dates for each instructor. Results of subject matter testing/verification will be documented in Section V of AETC Form 10.

30.2.6. When deficiencies are identified through proficiency testing, instructor evaluations, etc., the supervisor will provide feedback to the instructor. They will work together to establish a plan and time frame to correct deficiencies. The supervisor will ensure deficiencies are corrected by retesting, follow-up evaluation, etc. See 41.1.1. (Added) of this supplement for specifics.

33.1. See para 28.3.4. of this supplement for procedures.

38.1. Supervisors will ensure all training prescribed for specific job assignments is accomplished IAW Attachment 5 of the basic instruction. Faculty Development has primary responsibility for screening, scheduling, and providing continuation training for all assigned staff personnel, including personnel assigned to GSUs, IAW para 9 of the basic instruction. When it is more efficient or appropriate, training from other sources may be used IAW para 10 of the basic instruction. Faculty Development will approve training from other sources when used to meet the specific prescribed training for job requirements in Attachment 5 of the basic instruction, prior to expenditure of government funds. If funding or MTTs are not available to provide training in the prescribed time for GSU personnel, the GSU may request a waiver. The GSU will include justification, coordinate the request with the local resource manager and Faculty Development, and forward the request through the squadron commander and TTA to HQ AETC/DOVP.

38.2.1. Ensure personnel scheduled to attend CT courses do not have conflicting duties such as CQ or TDY during the scheduled period of the class they will attend. Enrolled students may be excused or withheld from attending CT courses only upon written notification to TTF by the flight chief/commander. Immediately upon determination that an enrolled student will be excused or withheld, notify the scheduler in TTF. TTF will determine whether to enroll someone from a waiting list or allow a substitute.

38.2.2. Supervisors document all training on AETC Form 10, AETC Form 470, AF Form 797, **Job Qualification Standard Continuation/Command JQS,** SAFB Form 204, and degree completion contract, as applicable.

40.1.1. (Added) Evaluation of an instructor's performance is to be conducted in a typical classroom or laboratory setting. Evaluations may either be scheduled or no-notice and should consist of enough time to provide a comprehensive evaluation. Avoid repetitive evaluations of the same lesson. Under unusual circumstances, there may come a time when a scheduled evaluation cannot be accomplished due to TDY, etc. If this happens, enter the date, name, grade, and organization on a new AETC Form 281, and document the reason and approximately when the next evaluation will be completed in Section III. Both the supervisor and flight commander/chief sign and date this form. File in the faculty folder. Use another AETC Form 281 on the next evaluation. Note: A delayed evaluation does not alter the evaluation schedule; return to and maintain the original evaluation schedule for future evaluations until attainment of Master Instructor, as referenced in para 41.2.3. (Added) of this supplement.

41.1.1. (Added) If an instructor, instructor supervisor, intermediate supervisor, superintendent, or other "T" prefix instructor personnel, receives a "needs improvement" rating on any section of the AETC Form 281, **Instructor Evaluation Checklist**, perform a follow-up evaluation within 30 days. As a minimum, the follow-up evaluation must address the areas rated as "needs improvement." Complete Section V of the original AETC Form 281 when conducting follow-up evaluations. Note that the follow-up evaluation is in addition to other scheduled evaluations; it does not replace the next officially scheduled evaluation.

41.1.2. (Added) No-notice evaluations will be conducted as necessary, to help, i.e., maintain a quality instructor force, avoid delayed evaluations due to TDYs, leave, etc., or where feedback indicates a negative trend. In these cases, maintain the AETC Form 281, in the instructor's faculty folder. A no-notice evaluation may substitute for the official evaluation if it meets the criteria of paragraphs 41.1 and 41.2 of the basic instruction, and paragraphs 41.2 and 41.2.1 of this supplement, and is conducted within 30 days of the scheduled evaluation. Place "**NO NOTICE**" in the bottom margin of the front page of the form.

41.2. Instructor supervisors, or anyone higher in the chain-of-command than the instructor supervisor may conduct official instructor evaluations, after completion of the Training Supervisor course.

41.2.1. (Added) Evaluations of other supervisory "T" prefix instructor personnel, i.e., intermediate supervisors or superintendents, are to be conducted by anyone higher in the chain-of-command following the same AETC Form 281 schedule as for the instructor supervisor. The same considerations stated in 41.1.1 of this supplement apply. At GSUs the evaluation should be accomplished by the instructor supervisor's supervisor or someone higher in the chain-of-command.

41.2.2. (Added) An evaluation conducted by ITRO host service personnel who have been designated by the squadron commander may be used as a no-notice evaluation referenced in paragraph 41.1.2 of this supplement. A copy of the evaluation documentation is maintained in the same manner as an AETC Form 281.

41.2. 3. (Added) For approved Master Instructor nominations, the date of the last evaluation serves as the anniversary month for subsequent annual evaluations.

42. If available, retain CCAF transcript for CCAF instructors whose degree is not in the subject they teach.   This will show AFSC-related training. If applicable transcripts or certificates are not available, insert memo in faculty folder as shown in Attachment 6 of this supplement.

43.   An AF Form 797 documenting instructor tasks will be completed on all "T" prefix personnel assigned to an instructor position. A sample of an AF Form 797 with basic instructor tasks is in Attachment 7 of this supplement, to which unique or additional tasks may be added. For E6s and below, maintain the CFETP and AF Form 797 listing instructor tasks in the individual's AF Form 623. For officers, E7s and above, and civilians, for whom faculty folders are required, maintain the instructor task AF Form 797 in Section 1 of the faculty folder. For other instructors, maintain the instructor task AF Form797 in a training record.

44.1.1. Supervisors will maintain "Faculty Folders" as indicated in the Faculty Folder Template in Attachment 4 of the basic instruction for all "T" prefix personnel teaching CCAF applicable courses. Faculty folders should be maintained in a neat and orderly fashion, with material properly prepared for filing, assembled correctly, and filed in the order indicated on each section cover sheet.

44.1.1.1. (Added) All CCAF transcripts are ordered by forwarding an AF Form 2099**, Request for Community College of the Air Force Transcript,** to the Group CCAF Manager.   Degreed instructors may obtain official civilian college transcripts through CCAF by completing a CCAF Form 3, Request for Official Transcript, and forwarding it to the Group CCAF Manager. CCAF will obtain and pay for college transcripts that are required for the faculty folder. If available, retain CCAF transcript(s) which show AFSC-related training, even after a higher degree has been completed. If applicable transcripts or certificates are not available to document AFSC-related training, insert a memo as shown in Attachment 6 in the faculty folder.

44.1.1.2. (Added) Squadron commanders will sign the Degree Completion Contract and also perform a quarterly review of nondegreed personnel faculty folders. Document this review IAW para 8.2.1. and Attachment 5 of this supplement. Retain logs of quarterly reviews previously conducted up to the first report completed in the format in Attachment 5.

44.1.1.3. (Added) All individuals assigned to a "T" prefix instructor position will be given the web address or a hard copy of the CCAF Campus Relations Policies, Procedures, and Guidelines Handbook.   These instructors will also be given a printed copy of employment policies and the academic freedom statement (both of which are in the handbook). Individuals will sign and date an acknowledgment of receipt for all items mentioned above on the Section 1 cover sheet in the faculty folder.

44.1.2. When a faculty member leaves instructor duty due to PCS, PCA, separation, etc., contents of the faculty folder, with the exception of the AF Form 797 (if filed in the faculty

folder), must be disposed of according to AFMAN 37-139, Table 36-37, Rule 9. Forward AF Forms 623/AF Form 797 according to current regulatory guidance. Civilian college transcripts purchased by CCAF are intended for inclusion in the faculty folder only and will not be used for any other purpose. If an instructor moves from one instructor position to another, forward the faculty folder to the gaining supervisor. Destroy AETCI Forms 281 that are over 3 years old.

44.2.2. Ensure a **Privacy Act** label (AFVA 33-207) is placed on the front of each folder. Review of faculty folders will be limited to those who have a need to know and it is essential to the performance of their duties.

44.2. 3.   Ensure the "Commitment to Excellence for CCAF Instructors" (page 19 of the handbook) and the "CCAF Classroom Poster" (page 21 of the handbook) are displayed in all classrooms/labs. These pages may be copied directly from the handbook for display. **Note**: Pages 19 and 21 are not actually numbered in the handbook.

46.5.   Approval for certification recommendations is delegated to the squadron commander.

47.2. Supervisors will prepare the recommendation package and route it through the squadron CCAF POC and flight chief/commander for review prior to signature by the squadron commander.

54.1.   Nominate only instructors who meet AF standards.

54.1.1. (Added) GSUs may participate in the faculty recognition program of their parent squadron.

54.3. Squadron commanders will also designate, in writing, a point of contact to monitor the Master Instructor Program and coordinate documentation with TTF personnel.   Send a copy of the appointment letter to Faculty Development.

54.4.1. (Added) Nomination packages will include copies of certificates/transcripts of training counted toward master instructor. TTF will return the copies of certificates/transcripts to the squadron after review of Master Instructor package.

54.4.5. The Group commander will sign AETC Form 630, **Master Instructor Certificate**.

SHARLA J. COOK, Brigadier General, USAF
Commander

7 Attachments:
1. AETC Form 10 Preparation Instructions
2. AETC Form 470 Preparation Instructions
3. SAFB Form 204
4. Recommendation for Occupational Instructor Certification
5. Sample P-Plan 97-04 Quarterly Report/Worksheet
6. Sample Instructor Qualification Letter
7. Sample AF Form 797 for Instructor/Supervisor Tasks

Attachment 1
PREPARATION INSTRUCTIONS FOR AETC FORM 10

Note: When this form is full, start a new form, and file the new form on top of the old form(s). If continuation sheets of a section of the form are used, they must mirror the basic form. (**Example**: Often Section V, Subject Matter Testing/Verification section is filled up rather quickly, so a continuation sheet of that section is allowed).

SECTION I

    Two-Year Experience Date - Enter projected completion date of required experience for master instructor requirements (2 years from first qualification entry).

    Date Master Instr Rqmts Completed - The date the last requirement is completed.

    Date Master Instr Awarded - The Group commander's approval date on AETC Form 630, Master Instructor

    Certificate.

SECTION II

    Enter all course numbers and titles of faculty qualification training (continuation training) or other related courses, date and indicate length in hours.

SECTION III

    Enter level and category of award and date received.

SECTION IV

    Enter course and blocks, subject, or unit the instructor is qualified to teach. Entries may be by individual line entries for all blocks or by course and block(s) as a single-line entry. Initial certification in this section indicates completion of initial qualification training. This can be made only after an instructor has completed both the instructor training, enrolled into the practicum, and subject-matter qualification training. This initial entry will be permanent. Additional entries signify expansion of the instructor's qualification. All entries in this section mean an individual has satisfactorily completed necessary testing prior to certification. Thus, subject-matter qualification testing entries are not required in Section V. When the instructor is no longer qualified to teach that subject, block, or course, as determined by the supervisor, enter that date in the date dropped column. Requalification requires a new date-qualified entry.

SECTION V

    Annual subject matter testing is required for one version of each block test for which an instructor is qualified to teach. A minimum of 95 percent is required. Supervisors may make an entry for each block or a single entry identifying all blocks tested. For those blocks that do not have a written test, the instructor is required to have subject matter verification, as prescribed in the approved verification plan. (Usually progress checks, both knowledge and/or performance. The same minimum-passing grade of 95% applies).

SECTION VI

    Document supervisor's (or anyone maintaining instructor qualification) 24 hours per quarter teaching proficiency. Enter course number, hours taught, date, and initials of individual's supervisor.

Attachment 2
PREPARATION INSTRUCTIONS FOR AETC FORM 470

Blocks 1 through 7: Self-explanatory.

Block 8: Basic Instructor Course (BIC) Graduates – Enrolled into the practicum the first Monday following BIC graduation (Tuesday if Monday a holiday). For members who attend a ITC at a base rather thanSheppard, you must work through your parent unit to get enrolled into the practicum.

Previously qualified instructors: Will attend the refresher course. Instructor supervisors (IS) will request enrollment for those instructors who have not previously completed the practicum, in writing, to Faculty Development, 82 TRSS/TTF. Faculty Development will determine the enrollment date and notify IS.

Block 9: Leave blank; completed by Faculty Development Flight.

Block 10: Date training is complete. Must be after the block 8 date and prior to the initial qualification date(s).

Block 11: Other required training.

Block 12: Test(s) both versions, lesson plan approval, and audiovisual approval dates must be on or before initial qualification date(s).   Initial qualification date(s) should be the date an instructor could teach the first course, subject, block, or unit without assistance.

Block 13: For degreed instructors, the only requirement is to note highest degree held. For non-degreed military instructors, CLEP/DANTES completion date is required as well as the base education office referral date (can be taken off Sheppard AFB Form 204). This form is not used at GSUs.

Block 14: A minimum of 4 evaluations is required for Practicum completion. Evaluation dates should be after initial qualification date(s) and coincide with dates of practice teaching hours in block 15.

Block 15: Should not be started until after initial qualification date(s). May consist of up to 60 hours for lesson preparation, but must include 120 hours of actual teaching.

Block 16: The IS's signature block should not be signed and dated until after requirements are completed in blocks 13, 14, and 15.

Block 17: Squadron commanders may choose to sign in this block, otherwise they will delegate, in writing, the authority to the flight commander/chief .

Block 18: Self-explanatory.

Attachment 3
Sample of Completed SAFB Form 204 (front)

RECORD OF CCAF PROGRESS

1. INSTRUCTOR'S NAME *(Last, First, MI.)* BAKER, DAVID S.	2. RANK SSgt	3. BRANCH OF SERVICE Air Force	4. ORGANIZATION 3XX TRS	5. OFFICE SYMBOL RJ

6. AFSC 2AXXX	7. DATE OF SAFB FORM 204 19990125	8. DATE ASSIGNED AS INSTRUCTOR 1999/01/12	9. DATE ENROLLED TTP	10. DATE GRADUATED TTP

11. DEGREE TITLE	12. DATE DEGREE AWARDED

I DEGREE REQUIREMENTS

	TOTAL	ENGLISH	SOCIAL SCIENCE	NATURAL SCIENCE	HUMANITIES	MATH	MANAGEMENT	TECHNICAL EDUCATION	PROGRAM ELECTIVE	SPEECH
1. REMAINING REQUIREMENTS	12	3	3		3	3				
2. CREDITS EARNED										
3. DATE										

II RECOMMENDED TESTS

ENGLISH	SOCIAL SCIENCE	NATURAL SCIENCE	HUMANITIES	MATH	MANAGEMENT	TECHNICAL EDUCATION	OTHER
☐ G CLEP 1 P F	☒ G CLEP 2 P F	☐ G CLEP3 P F	☐ G CLEP 4 P F	☒ G CLEP5 P F	☐ SECLEP 7407 P F	☐ P F	☐ SE 821-826 P F
☒ SECLEP 71056 P F	☐ SECLEP 79014 P F	☐ SE 512 P F	☒ SF 474 P F	☐ SF/SG 424 P F	☐ SF 530 P F	☐ P F	☐ P F
☐ P F	☐ SECLEP 80012 P F	☐ SECLEP 18074 P F	☐ P F	☐ P F	☐ SF/SG 531 SF/SG 532 P F	☐ P F	☐ P F

III RECORD OF PROGRESS

DATE	COMMENTS
25 Jan 99	Member reported to Sheppard AFB on 12 Jan 99. Member advised that all of the above testing must be completed within 60 work days of
	arrival on station. Studyguides for CLEP 5 (Mathematics), 71056 (Freshman College Composition), and SF 474 (Ethics in America) were
	issued. Member was informed that information pertaining to the above exams including Social Science/History may be found in the Base
	Library. Member is registered in his AFSC related CCAF program. He has requested official transcripts from Wowwer Community College
	and from CCAF for Education Services. After we receive these, we will prepare a new SAFB Form 204 and forward it to you.
	(Signature)
	I. M. COUNSELOR, Guidance Counselor, Ext 6-XXXX

SHEPPARD AFB FORM 204, FEB 99 *(82 TRG/TTA)*   REPLACES SAFB FORM 204, JAN 95, WHICH IS OBSOLETE.

Attachment 3 (Cont)
Sample of Completed SAFB Form 204 (back)

III	RECORD OF PROGRESS
DATE	**COMMENTS**
	This space is used to document continued progress toward completion of degree requirements.

SHEPPARD AFB FORM 204, FEB 99 *(REVERSE)*

Attachment 4

RECOMMENDATION FOR OCCUPATIONAL INSTRUCTOR CERTIFICATION

MEMORANDUM FOR CCAF/DFAOA

FROM: XXX TRS/CC
           Street Address
           Sheppard AFB TX 76311-xxxx

SUBJECT: Occupational Instructor Certificate (OIC) Nomination

(For individual with civilian college degree)
The individual listed below is recommended for the Occupational Instructor Certificate (OIC). The nominee is a full-time instructor and meets all requirements for the award of the OIC in accordance with Section L, AETCI 36-2202. Copies of civilian college transcript, the Basic Instructor Course (BIC) and Teaching Practicum certificate are attached.

GRADE	NAME	SSAN
GS-09	I. M. Knott	571-34-6969

(For individual with CCAF degree)
The CCAF degreed individual listed below is recommended for the Occupational Instructor Certificate (OIC). The nominee is a full-time instructor and meets all requirements for the award of the OIC in accordance with Section L, AETCI 36-2202.

GRADE	NAME	SSAN
SSgt	I. M. Knott	571-34-6969

(Squadron Commander's signature block)

3 Attachments: (if required)
1. Civilian College Transcript
2. BIC Certificate
3. Teaching Practicum Certificate

NOTE: Package will be prepared by the individual's supervisor and routed through: the squadron CCAF POC and Flight Chief/Commander for review prior to squadron commander's signature. The squadron will forward the nomination to CCAF and also make a copy to be filed in Section 4 of the faculty folder. The IS will remove the nomination copy and replace with a copy of the OIC certificate when received.

Attachment 5
SAMPLE P-PLAN 97-04 QUARTERLY REPORT/WORKSHEET

The Group CCAF Manager will provide squadron POCs with a list of nondegreed instructors teaching "D" courses on the CCAF Affiliated Schools report form below by the 10th of Mar, Jun, Sep, and Dec, to include civilians and other service personnel, regardless of date assigned to duty. Squadron POCs will immediately notify the Group CCAF manager of any errors. Squadrons will complete the CCAF Affiliated Schools report and a Quarterly PPlan 97-04 Worksheet for Reporting Nondegreed Faculty for each applicable faculty member and return to the Group CCAF Manager by the 20th of the month. The Group CCAF Manager will consolidate data and mail the CCAF Affiliated Schools report to CCAF/SL and the report and worksheets to HQ AETC/DPSE and 2AF/DOTF for receipt by each 5 Apr, 5 Jul, 5 Oct, and 5 Jan.

CCAF Affiliated Schools
Nondegreed Instructor Quarterly Report

Date: _____

Name of School and Location: _____

To: CCAF/SL
     HQ AETC/DPSE
     2AF/DOTF

Previous Quarter:
Total number faculty
In degree courses   _____   Number Degreed _____   Number Nondegreed _____

This Quarter:
Total Number Faculty
In Degree Courses   _____   Number Degreed _____   Number Nondegreed _____

Consolidated Report: List all nondegreed instructors, teaching in degree courses, organized by training squadron. For reports to 2 AF and HQ AETC/DPSE, attach individual worksheets for each nondegreed instructor listed below. For report to CCAF, send only this form. Indicate Other Service Instructors (OSIs) by branch of service. Continue on second page as needed.

Name	Rank	Unit	OSI Branch of Service	Date Assigned Instructor Duty	Number of Classes to Complete Degree	Progress Since Last Report

(continue as required)

Attachment 5 (Cont)

Privacy Act of 1974 applies to information on this document. Protect accordingly.

Quarterly PPlan 97-04 Worksheet For Reporting Nondegreed Faculty

To: 2 AF/DOTF
cc: AETC/DPSE

Name and grade of instructor: **SSAN:**

Unit/Base assigned: **Number of hours required for CCAF degree on assignment to teaching position:**

Date assigned instructor duty:

Course number and title in which teaching: **Estimated degree completion date:**

Report each quarter consecutively. Show status (select code below which best describes current status) at time of report. Describe progress to include courses/CLEP tests completed since last report, courses currently enrolled in, CLEP results, etc. Provide comments as necessary.

Date of Report: Mo/Yr	**Status Code**	**Hours Completed This Quarter**	**Hours Remaining for Degree**
Progress Since Last Report:			

Was member directed to enroll in course(s)? Yes ___No ___

_____   _____
Instructor's Signature - Date   **Unit Commander's Signature – Date**

Date of Report: Mo/Yr	**Status Code**	**Hours Completed This Quarter**	**Hours Remaining for Degree**
Progress Since Last Report:			

Was member directed to enroll in course(s)? Yes ___No ___

_____   _____
Instructor's Signature - Date   **Unit Commander's Signature – Date**

Date of Report: Mo/Yr	**Status Code**	**Hours Completed This Quarter**	**Hours Remaining for Degree**
Progress Since Last Report:			

Was member directed to enroll in course(s)? Yes ___No ___

_____   _____
Instructor's Signature - Date   **Unit Commander's Signature – Date**

Date of Report: Mo/Yr	**Status Code**	**Hours Completed This Quarter**	**Hours Remaining for Degree**
Progress Since Last Report:			

Was member directed to enroll in course(s)? Yes ___No ___

_____   _____
Instructor's Signature - Date   **Unit Commander's Signature – Date**

Progress Status Codes	**Progress Status Codes**
1. Actively pursuing degree - at least 1 course per term	**4. Degree interrupted - course(s) not available (explain)**
2. **CLEP testing finished - awaiting CLEP results**	**5. Degree interrupted - other (explain)**
3. Degree requirements met - awaiting CCAF verification	**6. Other (explain)**

(attach continuation sheet as needed)

Attachment 6
SAMPLE INSTRUCTOR QUALIFICATION LETTER

FORM MEMO FOR _____   Date _____

(Faculty Member's Name)

SUBJECT: Instructor Qualification

The degree awarded to this instructor is not in the field the member will be instructing, nor does he/she have a course completion certificate from the course(s) qualified to teach. Technical and performance competency and qualification are identified in Section 1 of the faculty folder on AETC Form 10, Sections IV and V.

Supervisor's Signature

Attachment 7
Sample AF Form 797 for Instructor/Instructor Supervisor Tasks

INSTRUCTOR	INSTRUCTOR SUPERVISOR
1. Develop/Review Objectives TR: AFMAN 36-2203, AETCI 36-2203	1. Prepare/Review/Maintain Course Control Documents TR: AFI 36-2201, AETCI 36-2203
2. Prepare/Review Measurement Instruments	1.1 Career Field Education and Training Plan (CFETP)
2.1 Progress Checks	1.2 Course Training Standard (CTS)
2.2 Written Tests	1.3 Course Chart
2.3 Computer Based Tests	1.4 Plan of Instruction (POI)
2.4 Performance Tests	2. Evaluate Objectives
2.5 Checklists	TR: AFMAN 36-2236, AETCI 36-2203
3. Administer Measurement Devices TR: AFMAN 36-2236, AETCI 36-2203	3. Evaluate Measurement Devices and Programs TR: AFMAN 36-2236, AETCI 36-2203
3.1 Sign In/Out Procedures	3.1 Progress Checks
3.2 Test Accountability	3.2 Written Tests
3.3 Conduct Test Critiques	3.3 Computer Based Tests
3.4 Analyze Test Results	3.4 Checklists
4. Use Performance Checklists TR: AFMAN 36-2236, AETCI 36-2203 3.6	3.5 Measurement Plan Test Analysis
5. Develop/Review/Utilize Instructional Materials TR: AFMAN 36-2236, AETCI 36-2203 4.1	4. Maintain Instructional Materials TR: AFMAN 36-2236, AETCI 36-2203 Lesson Plans
5.1 Lesson Plans	4.2 Study Guides
5.2 Study Guides	4.3 Workbooks
5.3 Workbooks	4.4 Handouts
5.4 Handouts	4.5 Computer-Based Instruction (CBI) Lessons
5.5 Audiovisual Aids	5. Prepare/Review AF Form 673, Request to Issue
5.6 Computer-Based Instruction (CBI) Lessons	Publications
6. Prepare/Conduct Classroom Instruction TR: AFMAN 36-2236	6. Maintain Audiovisual Aids TR: AFMAN 36-2236, AFI 33-117
6.1 Lecture	6.1 Transparancies, Power Point/HTML Presentations
6.2 Discussion	6.2 Charts/Graphs
6.3 Demonstration	6.3 Sound/Slide Presentations
6.4 Performance	6.4 Video
6.5 CBI	6.5 Computer Multimedia Presentations
6.6 Specialized Individualized Instruction (SIA)	6.6 Prepare/Review/Approve AF Form 833, Visual
7. Recommend Changes to: TR: AFMAN 36-2236, AETCI 36-2203 7.	Information Support Request Develop/Review/Consolidate Validation Data
7.1 Course Control Documents	Collection Instruments
7.2 Objectives	TR: AETCI 36-2203
7.3 Measurement Devices	8. Evaluate Instructors Using AETC Form 281, Instructor
7.4 Instructional Devices	Evaluation Checklists
7.5 Student Instructional Materials	TR: AETCI 36-2202
8. Utilize Training Equipment	9. Initiate/Maintain Instructor Faculty Folders
8.1 Trainers/Mockups	TR: AETCI 36-2202 and 82 TRW Sup 1
8.2 Consolidated Tool Kits (CTKs)	9.1 AETC Form 10, Instructor Training/Proficiency
8.3 Video Cassette Recorder (VCR) 8mm/VHS	Record
8.4 LCD Projector	9.2 AETC Form 470,, TTT Practicum Tracking Log
8.5 Computer Terminal	10. AF Form 55, Employee Safety and Health Record
8.6 Video Camera	TR: AFI 91-301*

INSTRUCTOR	INSTRUCTOR SUPERVISOR

8.7	Manual Projector Devices (Overhead/Opaque)	11.	Counseling Records (AF Form 173)
9.	Conduct Course Validation		TR: AFMAN 36-2236, AETCI 36-2215,
10.	Student Administration (Manual/TTMS)		AFMAN 37-12612, AETCI 36-2201
	TR: AFMAN 36-2236, AETCI 36-2215	12.	Student Administration
10.1	AETC Form 156, Student Record of		TR: AETCI 36-2215
	Training	12.1	AETC Form 156, Student Record of Training
10.2	AETC Form 325, Student Accounting	12.2	AETC Form 325, Student Accounting and
	and Attendance Record		Attendance Record
10.3	AETC Form 667, Criterion Checklist	12.3	AETC Form 581, Student Status or Data
10.4	DD Form 2496, International Student		Change Report
	Academic Report	12.4	AETC Form 62, Absentee Report
10.5	Processing Checklist – TDY Student	12.5	ATEC Form 125 A, Record of Administrative Action
	Personnel	12.6	Class Start/Graduation Rosters
10.6	Class Entry/Graduation Rosters	13.	Instructor Lesson Plans
11.	Counsel Students and Document Session		TR: AETCI 36-2203
	TR: AFMAN 36-2236, AETCI 36-2215,	13.1	Prepare Master Lesson Plan
	AETC Fom 173, Academic/Nonacademic	13.2	Approve Individual Lesson Plan
	Counseling Record	14.	Conduct/Document:
11.3	Memorandum for Record (MFR)		TR: AETCI 36-2202, AFMAN 36-2236
12.	Administer Student Feedback Program	14.1	Annual Instructor Testing
	TR: AETCI 36-2201	14.2	Instructor Counseling/Mentoring
12.1	AETC Form 173	14.3	Instructor Evaluations (AETC Form 281)
12.2	Student Feedback Survey	15.	Schedule Instructors for Classroom Duties and
12.3	Brainstorming Session		Formal Training
13.	Counduct Classroom Safety Briefings		TR: AETCI 36-2202
14.	Safeguard Computer and Audiovisual	16.	Enroll/Monitor Instructors in:
	Equipment in the Classroom		TR: AETCI 36-2202
		16.1	TTT Practicum
		16.2	Occupational Instructor Certificate Program (OIC)
		16.3	Master Instructor Program
		16.4	Community College of the Air Force (CCAF) Program
		16.5	Award "T" Prefix
		17.	Conduct Self-Inspections
			TR: Locally supplement AETC IG Checklists
		18.	Support Instructor Recognition Program
			TR: AETCI 36-2202
		19.	Initiate/Maintain Civilian Records
			TR: AFI 36-2201, AETCI 3602203
		20.	Conduct/Review Student Feedback Program
			TR: AETCI 36-2201
		20.1	AETC Form 736, Student Critique
		20.2	Student Feedback Questionnaire
		20.3	Brainstorming Session
		20.4	Initiate/Finalize Replies
		20.5	Coordinate Critiques
		20.6	Monitor Suspense
		21.	Conduct Annual Course Review
			TR: AETC 36-2203
		22.	Reply to GAS Feedback